



AWARDS CRITERIA GUIDE



Quality Performance Deserves Recognition

HF
5549.5
.15
L362
1993
c.2



Bureau of Land Management
Montana/Dakotas State Office

1993

The Bureau of Land Management is responsible for the stewardship of our public lands. It is committed to manage, protect, and improve these lands in a manner to serve the needs of the American people for all times. Management is based on the principles of multiple use and sustained yield of our nation's resources within a framework of environmental responsibility and scientific technology. These resources include recreation; rangelands; timber; minerals; watershed; fish and wildlife; wilderness; air; and scenic, scientific, and cultural values.

BLM-MT-GI-93-001-4333

#27773874

HF
5549.5
.IS
L362
1993
C.2

Department of the Interior
Bureau of Land Management

AWARDS CRITERIA GUIDE

This desk reference is a quick guide to the various awards/special recognitions that are available within the Department and Bureau to honor our employees and the public sector.

The nomination process and criteria involved for each award are briefly explained. For further or more indepth information, contact the appropriate personnel listed in the particular award section or research the Federal Personnel Manual, Chapters 430, 451; the Departmental Manual 370 DM 430, 451; or the BLM Manual 1400, Chapters 430, 451.

BLM LIBRARY
SC-653, PLDG. 50
DENVER FEDERAL CENTER
P. O. BOX 25047
DENVER, CO 80225-0047

Compiled by

Montana/Dakotas State Office

1993

CONTENTS

PRESIDENTIAL AWARDS

President's Award for Distinguished Federal Civilian Service	1
Presidential Letters of Commendation	1
Presidential Quality and Management Improvement Award	1
President's Environment and Conservation Challenge Awards	2

DEPARTMENTAL HONOR AWARDS

Secretary's Stewardship Award (SSA)	3
Secretary's Annual Equal Opportunity Award (SAEOA)	4
Outstanding Service Awards (OSA)	5
Distinguished Service Award (DSA)	5
Meritorious Service Award (MSA).....	5
Superior Service Award	6
Valor Award	6
Exemplary Act Award	6
Unit Awards For Excellence of Service	6
Conservation Service Award (CSA).....	7
Public Service Award (PSA)	7
Safety Council Award of Merit	8
Certificate of Safety Achievement Award	8
Secretary's Annual Safety Program Award	8
Secretary's Annual Award for Public Paperwork Reduction	8

MAJOR NON-INTERIOR AWARD PROGRAMS

Congressional Award For Exemplary Service To Public	11
Excalibur Award	11
Federal Engineer Of The Year Award	12
Federal Environmental Engineer Award	12
Arthur S. Fleming Award	12
John E. Fogarty Award	13
Horace Hart Award	13
Roger W. Jones Award	13
William A. Jump Award	14
National Public Service Award	14
Award For Outstanding Federal Employee With Disabilities	14
William T. Pecora Award	15
Presidential Design Award	15
Donald L. Scantlebury Award	15
Warner W. Stockberger Achievement Award	16
Younger Federal Lawyer Award	16
WISE Awards	16
Financial Management Improvement Award	17
Outstanding Public Lands Professional Award	17
Executive Excellence Award	17
Chevron Conservation Awards Program.....	18

DEPARTMENT OF INTERIOR AVIATION SAFETY AWARDS	19
BUREAU AWARDS	
Employee Community Service Recognition	21
Public Lands USA Award.....	23
Jerry Mauk Memorial Award For Fire	23
Take Pride In America Award	24
Partners In The Public Spirit Award	25
Special Awards For People Working In Outdoor Recreation Program	26
Director's Riparian Stewardship Awards (DRSA)	28
Andrew H. Davison Award	28
Everett O. Alldrege Award For Records Management Excellence.....	29
Government Employees Insurance Company (GEICO) Award	30
Volunteers For The Public Lands (VPL)	31
Points of Light Award	32
Quality Work Award (TQM)	35
Linda Trunzo Humanitarian Award	36
All Star Team Award	37
PERFORMANCE AWARDS.....	38
AWARDS CRITERIA MATRIX	39

PRESIDENTIAL AWARDS

1. THE PRESIDENT'S AWARD FOR DISTINGUISHED FEDERAL CIVILIAN SERVICE

Nominations are submitted at any time to Personnel (MT-953) to be processed under the signature of the State Director to the Director, Office of Personnel Management.

Eligibility. Departmental employees are eligible. This award is the highest honorary award that the Federal government can grant to a career employee.

Criteria. This award recognizes exceptional achievements of unusual benefit to the Nation, having current impact on improved government service or the public interest in carrying out the mission of the Federal government.

Nomination Process. Nominations must be typed, single-spaced and contain the following information: (1) a brief biographical sketch, (2) a proposed citation for the signature of the President containing from 50-60 words in a two-paragraph form highlighting the significance of the individual's achievement, (3) additional information with more details of non-technical language illustrating how nominee was personally responsible for achievement, and (4) a statement describing any significant awards received by nominee which support this nomination.

Selection. Selection will be made by OPM. An individual nominated for this award will be considered automatically, if eligible, for the Meritorious Executive if OPM does not consider the award for the higher rank appropriate.

2. PRESIDENTIAL LETTERS OF COMMENDATION

Eligibility. Departmental employees are eligible. This award is authorized for civilian and military personnel for suggestions, inventories, or special achievements beyond job requirements that have been recognized through agency honorary and/or monetary awards.

Criteria. Such contributions must have resulted in either tangible benefits to the government of \$250,000 or more, or a significant improvement in the quality of government services/products. Individuals, groups, and task forces may be nominated.

Nomination Process. Presidential letters are authorized on a continuing basis, and nominations may be submitted at any time. Nominations must be signed by the agency head. Nominations forms (OPM Form 1588) can be obtained through Personnel (MT-953). There is no limit to the number of agency nominees, but they must be listed in priority order.

3. PRESIDENTIAL QUALITY AND MANAGEMENT IMPROVEMENT AWARD

This award recognizes contributions of Federal employees for suggesting inventions and special achievements beyond job requirements which have resulted in either; (1) tangible benefits to the government of \$250,000 or more, or (2) a significant improvement in the quality of government services or products which, even though they cannot be measured in dollar terms, have corresponding value.

AWARDS CRITERIA GUIDE

Eligibility. All Departmental employees are eligible. Individuals, small working groups, teams, or task forces may be nominated. (Note: This award is granted to a limited number of recipients of the Presidential Letter of Commendation.)

Nomination Process. Nominations must be received in the Department by mid-September (submit to Personnel (MT-953) by August 1). The nomination form (OPM Form 1588) is obtained through Personnel (MT-953), and must be submitted as an original and one copy. The nomination package must include a citation describing the contribution and its benefits to the government. Before nominations may be submitted, the agency's Inspector General must review and validate the benefits. The package must be transmitted to WO(835) via a memorandum signed by the State Director. Agencies must list their nominees in priority order.

4. PRESIDENT'S ENVIRONMENT AND CONSERVATION CHALLENGE AWARDS

Award categories are (1) Partnership, (2) Environmental Quality Management, (3) Innovation, and (4) Education and Communication.

Eligibility. Award winners may be BLM employees, private sector partners, and volunteers.

Criteria. These awards recognize the creative energy of Americans in pursuit of a sound ecology and strong economy through activities that best exemplify a cooperative, innovative spirit of the environmental era. Partnership: awarded to organizations or groups fostering cooperative approaches to environmental needs at the local, regional, or national level. Environmental Quality Management: awarded to pioneering organizations demonstrating that environmental values can be integrated into sound management decisions/practices. Innovation: awarded to individuals, etc. who have demonstrated exceptional vision and creativity in the development of technologies, programs, projects, or services that are environmentally sensitive and economically sensible. Education and Communication: awarded to individuals, etc. which have developed educational or informational programs that inspire respect for the environment and raise the public's awareness and literacy.

Nomination Process. Application/nomination forms are submitted in triplicate, along with a typed one-page (500 words) response supporting specifics. Forms can be obtained from Personnel MT-953, completed and returned the first of July.

Presentation. Winners will be presented to the public at a White House ceremony and national symposium.

DEPARTMENTAL HONOR AWARDS

Criteria and other information of Departmental Honor Awards are found in the 370 DM 451 and the Bureau Manual 1400-451. Assistance may also be obtained by contacting:

Division of Employee Relations
Mailstop 5230, MIB, Rm. 5223
FTS 268-5284

or the Montana/Dakota State Office, Personnel Section (MT-953).

1. SECRETARY'S STEWARDSHIP AWARDS (SSA)

Nominations for these awards are due in the Branch of Personnel Management (MT-953) in *June*. These awards are to recognize Departmental employees who play active roles in the preservation, conservation, and development of this Nation's resources in an environmentally sound manner.

Eligibility. Departmental employees at all grade levels are eligible to receive a Secretary's Stewardship Award.

Criteria. Criteria for specific categories of the Secretary's Stewardship Awards include the following:

- *Volunteerism.* The nominee must demonstrate an active role in coordinating volunteer efforts in accomplishing a specific Departmental mission. This may involve promoting a partnership with a state or local government, with individuals or with public and/or private groups.
- *Education.* The nominee must demonstrate significant involvement in educating the public on the missions of the Department.
- *War on Drugs.* The nominee must demonstrate exceptional efforts to (1) eradicate illegal crops and/or to interdict the sale and transport of drugs on public lands; or (2) provide a drug-free workplace and/or encourage treatment for drug users.
- *Territories.* The nominee must demonstrate significant results of working with the leadership of Territories and Freely Associated States to further political, economic and social development of these people.
- *Native Americans.* The nominee must demonstrate significant results of working with Native Americans to promote economic development, improve educational opportunities, or enhance the quality of life for Native Americans.
- *Science and Technology.* The nominee must demonstrate an active role in solving problems of national or international significance involving water or air quality, global climate change, acid rain, or other areas with significant environmental impact.
- *Public Land Management.* The nominee must demonstrate an active role in managing the multi-use of Federal lands and waters.

AWARDS CRITERIA GUIDE

Nomination Process. Nominations must be made on an appropriate form (copy available in MT-953) which must be submitted in duplicate. The basis of the nomination will be a general statement attached to the form. This justification must outline the nominee's accomplishments in the category selected. Specific examples of the accomplishment will strengthen the nomination. It should be clear that the nomination reflects the caliber of contributions which would warrant Secretarial recognition.

Selection. Selection will be made by a special panel appointed by the Director of Personnel.

Award. The award consists of a certificate signed by the Secretary and a citation outlining the accomplishment. Only one award in each category will be given each year.

Presentation. Presentation will be made by the Secretary at the annual Departmental Honor Awards Convocation, or at an appropriate ceremony.

2. SECRETARY'S ANNUAL EQUAL OPPORTUNITY AWARD (SAEOA)

Nominations for this award are due in MT-953 in June. This award is to recognize an employee or group of employees who have demonstrated exemplary service to the Department in the area of equal opportunity and to highlight and publicize these accomplishments.

Eligibility. Departmental employees at all grade levels are eligible to receive the Secretary's Equal Opportunity Award.

Criteria. Nominee(s) must have made a significant contribution to the enhancement of the equal opportunity program. Accomplishments should be limited to the current rating year. Any one or a combination of the following areas of consideration, or any additional areas, may be used to support the nomination:

- A. Specific accomplishment and/or creative initiative in promoting equal opportunity in every aspect of the Department's policies, programs, and practice in employment, development, advancement, supervision, hiring. Demonstration of equitable treatment of employees, applicants, beneficiaries and the general public. Initiation of innovative mechanisms to assist qualified, knowledgeable and skilled people, particularly minorities and women, in their recruitment, hiring and advancement efforts. Development and active participation in outreach programs that culminate in the hiring of minorities and women. Employment of Departmental resources to provide training opportunities for minority students.
- B. Effective and equitable management of human resources which result in a work environment free from discrimination. Examples of demonstration may be through: an active and constructive role in the counseling program; sound management and personnel practices; promoting awareness programs in the prevention and resolution of discrimination complaints.
- C. Demonstrated support and commitment to ensuring that the Department's policy against sexual harassment is upheld. Such examples might include, but are not limited to, implementing awareness programs for all employees, preventive measurements, early resolution of problems, fair treatment in protecting employees' rights through sound management and personnel practices.

D. Commitment and support to ensure that all programs and activities of the Department are free of discrimination and are accessible to all persons, especially persons with physical impairments. Demonstrated example may include, but are not limited to, sensitivity awareness programs, initiating, implementing and/or monitoring changes.

Nomination Process. Nominations will be prepared in memorandum format describing in specific terms the work or contributions for which the nomination is being submitted. Nominations may be initiated by anyone having knowledge of the accomplishment or action initiated. An original and two copies of the nomination should be submitted.

Selection. Selection will be made by the Interior Incentive Awards Committee.

Award. The award consists of a certificate signed by the Secretary and a citation outlining the accomplishment. Only one award will be given each year.

Presentation. Presentation will be made by the Secretary at the annual Departmental Honor Awards Convocation, or at an appropriate ceremony.

3. OUTSTANDING SERVICE AWARDS (OSA)

This award may be granted for outstanding performance in a policy or personal staff relationship with the Secretary or the various Secretarial offices.

Eligibility. Non-career employees are eligible.

Criteria. This award gives the Secretary a vehicle for recognizing outstanding personal and policy service to his/her administration.

Nomination Process. This award is not processed through the existing incentive awards procedure, however, the Secretary's decision to grant the award will be transmitted to the Committee for implementation.

4. DISTINGUISHED SERVICE AWARDS (DSA)

Nominations for these awards are due in MT-953 in July. This is the highest honor award granted. These awards are granted for an outstanding contribution to science; outstanding skill or ability in the performance of duty; an eminent career in the Department; an outstanding record in administration; an outstanding contribution to equal opportunity in Government; an outstanding contribution to energy conservation; or any other exceptional contribution to the public service.

5. MERITORIOUS SERVICE AWARDS (MSA)

There is no due date for nominations for these awards, but in order for them to be published in the Departmental Honor Awards Convocation program book, the awards must be approved by December. This is the second highest honor award granted. These awards may be granted for an important contribution to science or management; a notable career; superior service in administration or in the execution of duties; initiative in devising new and improved work methods and procedures; superior achievement in improving safety or health of workers or employee morale; superior accomplishments in fostering the objective of equal employment opportunity; or important contributions to energy conservation.

AWARDS CRITERIA GUIDE

6. SUPERIOR SERVICE AWARDS

This honor award is granted when a superior contribution is made. Nominations can be submitted at any time.

Eligibility. Departmental employees at all grade levels are eligible.

Criteria. This honor award is granted when a superior contribution is made for significant acts, service, or achievements that materially aid or effect the successful accomplishment of the Department's mission; i.e., a difficult or important mission/assignment, development of a new process or procedure resulting in increased productivity, significant innovations which further Bureau programs, or any aspect of superior performance related to assigned duties and deemed to be deserving of recognition.

Nomination Process. Nominations are processed through Personnel (MT-953) by submitting Form DI-402 with appropriate justification.

7. VALOR AWARDS

Nominations for these awards are due in MT-953 in *July*. These awards are the highest honor granted by the Department to employees who demonstrate unusual courage involving a high degree of personal risk in the face of danger.

8. EXEMPLARY ACT AWARD

This is a Departmental honor award to recognize life or property saving actions. This emergency or critical situation would be one that did not necessarily involve personal risk to the nominee.

Eligibility. Employees of the Department at all grade levels may be nominated by anyone having knowledge of the incident. In exceptional instances, the award may be given to a private citizen or group.

Criteria. This award recognizes individuals whose prompt decision/action significantly contributed toward the saving of a life or helping another person in need of physical assistance. There is no requirement that this act be related to official duties or that the site be a duty station.

Nomination Process. Nominations are processed through Personnel (MT-953) by submitting a memorandum signed by the supervisor citing the justification for the award. The nomination should be received by the Bureau or office no later than 6 months after the exemplary act, unless special justification is provided.

9. UNIT AWARDS FOR EXCELLENCE OF SERVICE (UNIT AWARDS)

There is no due date for nominations for these awards, but in order for them to be published in the Departmental Honor Awards Convocation program book, the awards must be approved by December 31. The awards are granted to a group of employees who have worked together as a unit to perform a service so far above and beyond that normally expected that it is considered to be superior.

10. CONSERVATION SERVICE AWARD (CSA)

Granted to individuals or groups who are not employed by the Department of the Interior but who have performed outstanding and direct service of national significance to the Department in the field of conservation. For the purpose of this award, the term "conservation" encompasses all the program activities and missions of the Department. Nominations for this award are due in MT-953 in July. This award is granted to a private citizen or organization who provide outstanding and direct service to the effectiveness of the Department's mission.

Eligibility. Any individual or group may be nominated.

Criteria. No specific criteria has been established for this award.

Nomination Process. Nominations may be initiated by anyone through regular channels. A memorandum of nomination, reciting all facts of the nominee's service to the Department must be prepared. A citation outlining the achievement or contribution must be prepared in final form for the signature of the Secretary. The citation must fit on one page with heading and signature block, and typed on a 5 1/4" floppy diskette compatible with Wang. The diskette must be furnished with the nomination. Submit package to Personnel (MT-953).

Nomination Deadline: No deadline is established for this award; however, presentations are made in mid-September at the Departmental Awards Convocation.

11. PUBLIC SERVICE AWARD (PSA)

Recognizes private individuals or groups who have provided *indirect* service toward the effectiveness of a Departmental mission. The contribution should be of national significance. Along with the Conservation Service Award, the PSA is the highest honor that can be bestowed upon a private citizen or group by the Secretary of the Interior for service which indirectly enhances the Department's mission.

Eligibility. Any individual or group may be nominated.

Criteria. No specific criteria has been established for this award.

Call for Nominations. There is no formal call for nominations for the PSA. Awards are presented at the Department's Honor Award Convocation held in mid-September. Accordingly, field officials should allow several months for nominations to be processed by the BLM's Incentive Awards Committee - Office of Employee Development.

Nomination Process. Nominations may be initiated by anyone through regular channels. A memorandum of nomination, reciting all facts of the nominee's service to the Department must be prepared. A citation outlining the achievement or contribution shall be prepared in final form for the signature of the Secretary. The citation must fit on one page with heading and signature block, and typed on a 5 1/4" floppy diskette compatible with Wang. The diskette must be furnished with the nomination. Submit package to Personnel (MT-953).

No set deadline is established for this award; however, presentations are made in mid-September at the Departmental Convocation.

AWARDS CRITERIA GUIDE

12. SAFETY COUNCIL AWARD OF MERIT

This award is given by the Interior Safety and Health Council when an organizational unit has performed an outstanding safety and health service.

Eligibility. Departmental employees, groups, office organizational units are eligible and nominations can be initiated by anyone.

Criteria. This award is given when an individual, group, or unit has performed an outstanding service for or made a contribution of unusual value to the Department's safety and environmental health program. This award is given only when no other type of Department award is appropriate to recognize the accomplishment.

Nomination Process. Nominations are processed through Personnel (MT-953) by submitting in memorandum format citing all facts of the nominee's contribution of unusual value or outstanding service to the Department's safety and environmental health program. There are two levels of review and approval by the Department is required.

13. CERTIFICATE OF SAFETY ACHIEVEMENT AWARD

This award recognizes outstanding safety achievements of any Bureau organizational unit.

Eligibility. Any organizational unit completing the criteria.

Criteria. The Department recognizes outstanding safety achievements of any organizational unit where (1) 500,000 or more employee hours of exposure have been completed without a lost work-day due to injury or illness, and (2) 500,000 or more miles of driving exposure have been completed without a motor vehicle fleet accident.

Nomination Process. Nominations may be initiated by any official of a bureau or office and are subject to the concurrence of the office head. A memorandum of nomination stating the type of award being proposed, the achievement, and the unit being recognized are processed through the State Office Safety Officer (MT-950). Following the approval of the nomination by the Department Safety Manager, a certificate bearing the signature of the Assistant Secretary will be sent to the Safety Manager for appropriate presentation.

14. SECRETARY'S ANNUAL SAFETY PROGRAM AWARD

This award is presented to one Bureau or office each year in recognition of outstanding achievement in safety and environmental health management. The award consists of a plaque and a letter of commendation signed by the Secretary.

15. SECRETARY'S ANNUAL AWARD FOR PUBLIC PAPERWORK REDUCTION

This Departmental honor award recognizes an individual or group of employees that make an outstanding contribution in reducing the reporting, recordkeeping, or paperwork burden that the Department imposes on the public.

Eligibility. Any Departmental employee or group are eligible.

Criteria. This award is designed to recognize the efforts to achieve public reporting burden reduction goals established for each agency by the OMB each year. It may also recognize the development of unique or highly effective methods, procedures, or systems that result in reducing the Department's requirements for collection of information from the public.

Nomination Process. The award is presented to only one individual or group each year. Nominations may be initiated by anyone having knowledge of the accomplishment, and should be submitted in memorandum form describing the achievement to Personnel (MT-953). Personnel will coordinate with the Office of Personnel for presentation at the Departmental Honor Awards Convocation.

GUIDANCE FOR TYPING CONSERVATION SERVICE AWARD AND PUBLIC SERVICE AWARD CITATIONS

- A. Left and right-hand margins should be no less than 1 inch. On shorter citations, larger margins may be used, but may not be more than 1 1/2 inches.
- B. Justified (even) right-hand margins are preferred; however, this is not a requirement for Meritorious Service and Unit Awards.
- C. Citation headings must be centered no less than 12 spaces from the top of the page on plain bond paper.
- D. Citation headings must be in all capital letters, double spaced between heading lines and arranged as follows:

CITATION

TYPE OF AWARD

AWARDEE'S NAME

- E. There will be no less than three spaces between the citation heading and body of the citation.
- F. Words may be divided at the right-hand margin if necessary; however, general rules for proper word division must be followed corresponding to the Word Division supplement to the GPO Style Manual.
- G. Word division at the right-hand margin should be avoided if possible; however, significant gaps are not acceptable.
- H. The body of the citation is single spaced and has only two paragraphs.
- I. The first paragraph will always begin: In recognition of
- J. The final sentence of the second paragraph will read: For is granted the (Type of Award) of the Department of the Interior.
- K. The signature block will be six spaces below the body of the citation, beginning at the center of the page.
- L. All writing must reflect a comprehensive style.

NON-INTERIOR AWARD PROGRAMS

Major Awards Sponsored by Nonfederal Organizations

The following guide will assist in submitting nominations for these nonfederal sponsored awards. Actual nomination deadlines vary, therefore MT-953 will publish pertinent dates as time approaches. Generally, nominations should be submitted to MT-953 approximately 3-4 weeks prior to due date established by the Department.

KEY					
A.	Award	D.	Criteria		
B.	Sponsor	E.	Recognition		
C.	Purpose	F.	Due to Department		

- A. **CONGRESSIONAL AWARD FOR EXEMPLARY SERVICE TO THE PUBLIC**
- B. Congressmen Elliott H. Levitas & Benjamin A. Gilman.
- C. Recognize and publicize exemplary and courteous service to the public; encourage responsive attitude toward the public among Government personnel.
- D. Nominee must demonstrate degree of courtesy in dealing with the public that exceeds normal expectations; must be in connection with Federal program or functions.
- E. Certificate and U.S. Flag flown over the Capitol.
- F. May.

- A. **EXCALIBUR AWARD**
- B. Congressman Michael D. Barnes.
- C. Recognize outstanding contributions by Federal civilian and military personnel; publicize achievements and enhance public appreciation of Government employees.
- D. Unusual efforts or leadership in solving problems; outstanding scientific technical or administrative achievement, superior service to the public.
- E. Citation and U.S. Flag flown over the Capitol.
- F. Nominations may be submitted anytime.

AWARDS CRITERIA GUIDE

- A. FEDERAL ENGINEER OF THE YEAR AWARD**
- B. National Society of Professional Engineers. Nomination form available through Personnel MT-953. Submit to MT-953.
- C. Honor outstanding engineers in the Federal Government.
- D. Based on educational and collegiate achievement; professional and technical society activities; engineering achievements; civic and humanitarian activities; honors and awards received.
- E. Plaque to each agency designating awardee as Engineer of the year from that agency.
- F. December (only one nominee from each bureau employing 250 engineers).

- A. FEDERAL ENVIRONMENTAL ENGINEER AWARD**
- B. Conference of Federal Environmental Engineers. Nomination form available through Personnel MT-953. Submit to MT-953.
- C. Recognize exemplary work and accomplishments by environmental engineers in Federal service.
- D. Environmental engineer must accomplish tangible, substantial and significant record of achievement or sustained leadership of outstanding caliber.
- E. N/A
- F. July.

- A. ARTHUR S. FLEMMING AWARD**
- B. The Downtown Jaycees of Washington, D.C.
- C. Recognize outstanding workers in Federal Government; attract outstanding persons to Government; encourage high standards of performance; enhance appreciation of our form of Government.
- D. Administrative nominees must demonstrate exceptional ability in administration in any field; Scientific nominees must demonstrate exceptional ability and performance in their field; participate in community activities.
- E. Engraved Plaque.
- F. December.

- A. **JOHN E. FOGARTY AWARD**
- B. President's Committee on Employment of the Handicapped
- C. Honor employee for contributing to hiring disabled people in agency in which employed.
- D. Contribute to employment of disabled in his or her agency by finding them suitable jobs.
- E. Plaque.
- F. October.

- A. **HORACE HART AWARD**
- B. Horace Hart.
- C. Encourage interest in the field of printing and publishing.
- D. Notable contributions in field of printing and publishing, improved design and appearance of Federal publications; distinguished public service over a long period.
- E. Framed Scroll.
- F. November.

- A. **ROGER W. JONES AWARD**
- B. The American University, College of Public and International Affairs, School of Government and Public Administration.
- C. Recognize two career executives who have demonstrated outstanding leadership.
- D. Superior leadership resulting in outstanding organizational achievement; fostering development of managers and executives for career service.
- E. Bronze Plaque and Citation.
- F. December.

- A. **WILLIAM A. JUMP AWARD**
- B. U.S. Department of Agriculture.
- C. Recognize outstanding service in administration and notable contributions to efficiency and quality of public service.

AWARDS CRITERIA GUIDE

- D. Must be career employee and not reached 37th birthday; performance in line or staff position demonstrating unusual competence in public administration; creativity and resourcefulness, integrity, dedication.
- E. A Gold Key and Certificate of Merit.
- F. January.

A. NATIONAL PUBLIC SERVICE AWARD

- B. American Society for Public Administration, the National Academy of Public Administration.
- C. Recognize public servants whose careers demonstrate high standard of excellence, dedication and accomplishment. Five awards are presented annually.
- D. Career contributions over sustained period to significant programs or projects within area of responsibility which benefit the general public. Focus on current service.
- E. N/A
- F. December.

A. AWARD FOR OUTSTANDING FEDERAL EMPLOYEE WITH DISABILITIES

- B. U.S. Office of Personnel Management.
- C. Recognize versatility, value and wide range of Federal jobs performed by persons with physical disabilities.
- D. Exceptional job performance in spite of severely limiting disabling factors-physical or mental, and community involvement. Ten nominees selected per year.
- E. Plaque bearing the Presidential seal.
- F. May.

A. WILLIAM T. PECORA AWARD

- B. National Aeronautics and Space Administration and the Department of the Interior.
- C. Recognize outstanding contributions toward understanding the earth by means of remote sensing.
- D. Sustained or single contributions of major importance to the art or science of understanding of the earth through observations made from space.

E. Plaque and Citation.

F. July.

A. PRESIDENTIAL DESIGN AWARD

B. Federal Design Improvement Project, Design Arts Program of the National Endowment for the Arts.

C. Recognize Federal design accomplishments and honor those making outstanding contributions to Federal design.

D. Achievements in Architecture, Engineering Design, Graphics Design, Interior Design, Landscape Architecture, Product/Industrial Design, Urban Design and Planning.

E. Certificate.

F. June, every 2 or 3 years.

A. DONALD L. SCANTLEBURY AWARD

B. General Accounting Office, Department of the Treasury, Office of Management and Budget and Office of Personnel Management.

C. Recognize senior financial management executives principally responsible for significant economics, efficiencies, and improvements in Federal, state or local government.

D. Sustained, high quality leadership in financial management over the years.

E. Engraved Plaque.

F. December.

A. WARNER W. STOCKBERGER ACHIEVEMENT AWARD

B. International Personnel Management Association Awards Committee.

C. Recognizes individuals in public or private life who have made an outstanding contribution to public personnel management by way of encouraging acceptance of personnel administration principles, skillful application of same, showing leadership in favor of sound personnel principles, and distinguished teaching, authorship, or research in the field.

E. Engraved Plaque.

F. May.

AWARDS CRITERIA GUIDE

- A. YOUNGER FEDERAL LAWYER AWARD**
 - B. Federal Bar Association.
 - C. Encourage younger Federal lawyers to attain high standards of professional achievements.
 - D. Demonstrate outstanding legal ability and performance over a sustained period or a specific accomplishment. Significant accomplishment to the legal profession and or community.
 - E. Plaque.
 - F. May.
-
- A. WISE AWARDS (Scientific Achievement Award)**
 - B. Interagency Comm. for Women in Science & Engineering.
 - C. To recognize a specific or special scientific or technical contribution and to recognize the promotion of the entry of young women and/or advancement of women by a woman scientist in the Federal service.
 - D. All women scientists civil/non-civil employed by the Federal service. Nominee must meet both criteria that pertain to scientific achievement and criteria that pertain to opportunities for women in science.
 - E. Plaque and Citation.
 - F. December
-
- A. WISE AWARDS (Lifetime Achievement Award)**
 - B. Interagency Comm. for Women in Science & Engineering.
 - C. To recognize the sustained scientific and technical contribution and to recognize the promotion of the entry of young women and/or advancement of women by women scientists or engineers in the Federal service.
 - D. All women scientists or engineers, civil/non-civil with at least 20 years Federal service. Nominee must meet both criteria that pertain to scientific and engineering achievement and criteria that pertain to opportunities for young women or women in science and engineering.
 - E. Plaque and Citation.
 - F. December.

- A. **FINANCIAL MANAGEMENT IMPROVEMENT AWARD**
- B. Department of the Treasury
- C. Recognize outstanding individuals and groups for significant contributions in improving financial management in the Federal government.
- D. Current year achievements reflecting improvements that generated interest savings to the Treasury or other operational savings beyond the agency's own operating budget, in the categories of collections/payments management, credit/debt management, financial/civil litigation, inventory management, cash management improvement, and financial management systems.
- E. N/A
- F. Nomination forms/information obtained from Personnel (MT-953). Completed nominations submitted to MT-953 by end of October.

- A. **OUTSTANDING PUBLIC LANDS PROFESSIONAL AWARD**
- B. Public Lands Foundation
- C. Purpose is to perpetuate and enhance the proud tradition of professional public service in BLM's stewardship of entrusted lands and resources.
- D. All active duty career BLM employees with at least 5 years of service as a manager, staff, program or specialty position. Normally granted to a single employee, but team/unit efforts can be recognized.
- E. A citation describing the significance of achievements.
- F. Typed nominations submitted to Personnel (MT-953) by mid-November.

- A. **EXECUTIVE EXCELLENCE AWARD**
- B. Senior Executive Association Professional Development League (SEA PDL)
- C. Provide special public recognition to the contributions of dedicated, talented, and productive federal career executives.
- D. All career Senior Executive Service (SES) rank employees. Nominations are made by the head of a federal agency consisting of 2-3 page typed double-spaced narrative describing accomplishments. Submit an original plus 10 copies to Personnel (MT-953), to be forwarded on to SEA PDL.
- E. Winners are recognized at an awards ceremony held early in the new year.
- F. September.

AWARDS CRITERIA GUIDE

- A. **CHEVRON CONSERVATION AWARDS PROGRAM**
- B. Chevron Corporation.
- C. Recognize individuals and organizations for extra efforts to protect and enhance the environment.
- D. Any citizen volunteer, professional, or organization can be nominated by submitting the name, address, biosketch, and one-page typed description of achievements. Also include one nominating letter, plus two endorsement letters. Submit to Personnel (MT-953).
- E. Winner receives plaque and \$1,000 honorarium at a ceremony in May.

DEPARTMENT OF INTERIOR AVIATION SAFETY AWARDS

A. AWARD FOR IN-FLIGHT ACTIONS

- Pilot Crew Member Award
- Crew Member Award
- Individual Non-crew Member Award

B. Interior Aviation Safety Awards Committee.

C. To recognize on-board crew members and passengers who, through outstanding airmanship, courage or other action, materially contribute to the successful recovery from an emergency, or who minimize or prevent aircraft damage or injury to personnel during an emergency situation. To be eligible for consideration, the circumstances surrounding the occurrence must be documented to *clearly* show the skill, knowledge, judgment, technique, or courage demonstrated was of extra ordinary or exemplary nature. This award is available to Interior employees, other Government employees and non-Government individuals.

D. Nominations for In-Flight Actions and Accident Free Flying will be submitted to the Interior Aviation Safety Awards Committee. All such nominations will be processed through the Bureau Aviation Safety Manager for data verification; reviewed for concurrence/non-concurrence by the appropriate Bureau Executive Committee member of the Interior Aviation Management Council. Nominations not processed through, and favorably endorsed by, the representing bureau will not be considered by the Awards Committee. Submit MT/DAK nominations to Personnel (MT-953).

E. Plaque/Wing Lapel Pin.

F. January.

A. AWARD FOR ACCIDENT FREE FLYING

B. Interior Aviation Safety Awards Committee.

C. This award is established to recognize Interior employee pilots who have distinguished themselves by flying accident-free for the period considered, while serving as a professional (GS-2181), dual function or incidental pilot. This award is restricted to DOI employees.

D. Nominations for In-Flight Actions and Accident Free Flying will be submitted to the Interior Aviation Safety Awards Committee. All such nominations will be processed through the Bureau Aviation Safety Manager for data verification; reviewed for concurrence/non-concurrence by the appropriate Bureau Executive Committee member of the Interior Aviation Management Council. Nominations not processed through, and favorably endorsed by, the representing bureau will not be considered by the Awards Committee. Submit MT/DAK nominations to Personnel (MT-953).

E. Plaque/Wing Lapel Pin.

F. January.

AWARDS CRITERIA GUIDE

- A. SECRETARY'S AWARD FOR OUTSTANDING ACHIEVEMENT IN AVIATION SAFETY**
- B. Interior Aviation Safety Awards Committee.
- C. This award is established to recognize an individual or group for outstanding contribution in aviation safety or aircraft accident prevention within the Department of the Interior. This award is available to Interior employees, selected other Government employees and selected non-Government individuals.
- D. Nominations for In-Flight Actions and Accident Free Flying will be submitted to the Interior Aviation Safety Awards Committee. All such nominations will be processed through the Bureau Aviation Safety Manager for data verification; reviewed for concurrence/non-concurrence by the appropriate Bureau Executive Committee member of the Interior Aviation Management Council. Nominations not processed through, and favorably endorsed by, the representing bureau will not be considered by the Awards Committee. Submit MT/DAK nominations to Personnel (MT-953).
- E. Certificate signed by Secretary and memento.
- F. January.

Bureau Aviation Safety Awards

Heads of bureaus are encouraged to establish an awards program for recognizing individuals or groups for their contribution to their bureau aviation safety and aircraft accident prevention effort.

BUREAU AWARDS

1. EMPLOYEE COMMUNITY SERVICE RECOGNITION

Nominations for this award are submitted to MT-953 in March. This award is to recognize employees who help others and promote BLM's image with volunteerism and community service.

Field Officials are encouraged to publicly acknowledge community service by their employees as well as by their employee units - through LOCAL and STATE award ceremonies, public announcements, and in other ways as deemed appropriate. In addition, all Field Officials are invited and requested to nominate their employees whose service they consider most outstanding for consideration for NATIONAL recognition by the director, through the Employee Community Service Recognition Program.

Who May Nominate. Any person or organization may make a nomination. Nominations initiated by BLM officials should be forwarded to the Director via the State Director, the Service Center Director, or the BLM Director, BIFC. Nomination by other than a BLM official should, if feasible, be accompanied by a statement by a BLM official who is informed about the nominee's service outside of their employment with BLM. The nomination MUST be with the concurrence of the employee.

Who May Be Nominated. Any employee actively engaged in community service activities that benefit others may be nominated. The service for which a nominee is being nominated should include activity within the last three years, but activity prior to three years ago may also be considered to support a nomination.

Nomination Process. A nomination may be made by memorandum from any BLM official, or by letter from someone outside BLM, to the Director. The memorandum or letter should include a summary paragraph of the activity for which the nomination is being made. The form "Bureau of Land Management Nominee for Employee Community Service" should be used. Form is available from State Office Volunteer Coordinator. Nomination package is submitted to MT-912 and then forwarded on to the WO (111).

Draft Citation. Each nomination must include a draft citation of not more than 100 words. This will be the principal basis for the Director's recognition letter. The draft citation should be typed double-spaced, and state succinctly what the nominee has accomplished, and why it is important and of value to the local community.

Supporting Statement. Each nomination may also include a more expansive description of the nominee's service of not more than 500 words, typed double-space. Nominating BLM officials should involve their External Affairs Officer in preparation or review of this supporting statement. News media may be interested in these statements as the source of human interest stories.

Supporting Statement. Materials such as news clippings, testimonials or supporting letters, or written materials produced by the nominee, may be enclosed. Photographs will be welcomed.

Review. Each State and other Office will appoint a Working Group to review and make nominations. Once selected and names transmitted to WO, the Director's letters to each winner will be prepared by WO-111 and certificates and plaques by Support Services. Letters and awards will be approved by the Deputy Director for External Affairs, for the Director's signature.

AWARDS CRITERIA GUIDE

Presentation of Certificates. The recognition certificates will be presented to winners at times and places determined by the Secretary's schedule for these events. These awards demonstrate the high esteem BLM holds for the community services of its employees for which this acknowledgement is being made. Accordingly, the Volunteer Program Staff, with help from the Congressional Affairs staff, will send a letter and synopsis to each selectee's Senators and Representative detailing the selectee's work and the Director's support for their effort. Additionally, a photo session and private conversation with the Director will be scheduled during the selectee's stay in Washington.

BUREAU OF LAND MANAGEMENT NOMINEE FOR EMPLOYEE COMMUNITY SERVICE			
NAME:	_____		
ADDRESS:	_____		
CITY:	_____ STATE:	_____ ZIP:	_____
DIVISION:	_____	TITLE:	_____
OFFICE ADDRESS:	_____	OFFICE PHONE:	_____
U.S. SENATORS:	(1)	_____	
	(2)	_____	
CONGRESSMAN:	_____		
DETAILS OF COMMUNITY SERVICE ACTIVITIES: (DRAFT CITATION)			
NOMINATOR:	_____		
TITLE:	_____		
PHONE:	_____		

2. PUBLIC LANDS USA AWARD

Given by the State Director each fiscal year to individuals or organizations in Montana, North Dakota, and South Dakota, who through their own time and energy, significantly increased public awareness of the lands under the administration of the BLM and helped provide better stewardship.

Eligibility Criteria. The standards used to judge whether individuals and organizations should receive the award are:

- Have helped provide for proper stewardship so the Bureau can better meet its mission and responsibilities to the public,
- Have helped build public awareness of the lands and resources under the Bureau's administration, and
- Have contributed toward better use and appreciation of the public lands.

Nomination Process. The following information is required for each nomination:

- Describe the activity, project, or deed that was accomplished, how it meets the standards, and why the award should be given.
- Explain the extent of the individual's or organization's contribution (i.e., hours, funds, materials, and/or equipment).
- Provide the name and address of the individual or organization.
- Provide your name and phone number in case the judging panel wishes to call for more information.

Nominations must be submitted to (MT-932) by the end of the calendar year. Nominations can be submitted from the state, district, or resource offices directly and in longhand. Please put nominations in a messenger envelope. Judges come from the BLM Retirees Club and awards may or may not be granted. Judges will consider nominations on their individual merits, how well they meet the standards, and whether they warrant the State Director's recognition.

3. JERRY MAUK MEMORIAL AWARD FOR FIRE

This award recognizes special achievement in safety in the BLM Fire Management Program. Nominations should be submitted to Fire Management (MT-943) in September.

Eligibility Criteria. Nominees may be individuals or groups who have demonstrated special achievement in fire safety. This achievement may be a single act or sustained performance resulting in an identifiable accomplishment enhancing the safety of firefighters or visitors to the Public Lands and directly impacting the BLM Fire Management Program.

Examples of achievements considered noteworthy would include:

AWARDS CRITERIA GUIDE

- A program resulting in reduced wildfire risk to public lands, property, visitors, and/or firefighters.
- Special achievement on the fireline resulting in saving lives or property.
- Outreach programs promoting safety and fire prevention.
- Specific accomplishments resulting in direct safety improvement such as improving interagency communication or developing special equipment.

Nomination Process. State Directors and the Directors of SC and BIFC may submit two nominations each for the award. Nominations should include the nominee's name, office and telephone number, supervisor's name and telephone number, and a concise narrative describing the nominee's specific accomplishment or contribution to fire safety. This narrative should be no longer than two typewritten pages. Nominations must be received by the Director (700) before October 28.

Selection. The Director will select the winner of the Jerry Mauk Memorial Award based on the recommendation of a panel consisting of the Deputy Assistant Director for Support Services (chairperson), Deputy Assistant Director for Management Services, Chief of Public Affairs, Chief of the Fire and Aviation Management Division, and the Bureau Safety Manager.

The winner will be recognized at the Bureau National Fire Management Conference in December. The winner will receive a congratulatory letter and an individual engraved plaque to keep. In addition, the recipient's name will be added to the Jerry Mauk Memorial Award, on permanent display in the Main Interior Building in D.C. Runners-up will also receive recognition for their accomplishments.

4. TAKE PRIDE IN AMERICA AWARD

The Take Pride in America (TPIA) Award recognizes individuals and public and private groups that conduct outstanding stewardship projects or awareness efforts on behalf of Federal, state, local and Indian lands and resources. The goals of the TPIA campaign are to: (1) increase awareness of the importance of wise use of natural and cultural resources; (2) encourage an attitude of stewardship and responsibility toward America's resources; and (3) promote participation by individuals, organizations, and communities in caring for public and private resources.

Eligibility Criteria. Categories: (1) Constituent Organizations, (2) Business/Corporations, (3) Youth Groups (up to 18 years), (4) Civic Associations, (5) Media, (6) Education Institutions, (7) Individuals Not Acting As Part Of Any Organization, (8) Public/Private Partnerships, (9) Local Governments, (10) State Governments, (11) Federal Government, (12) Private Lands.

Nominations Process. Nominations must be submitted on the appropriate form (obtain from MT-912) by October. The forms and summary statement *must be typed* and submitted to the state Governor's representative listed below. A copy of the nomination should be forwarded to External Affairs (MT-912).

MONTANA

Awards Deadline: 10/15
 Office of the Governor
 Capitol Station
 Helena, MT 59620
 406/444-3111

NORTH DAKOTA

Awards Deadline: 10/15
 Forestry Specialist
 ND State University
 P.O. Box 5658
 Fargo, ND 58105
 701/237-7950

SOUTH DAKOTA

Awards Deadline: 10/15
 Senior Administrative
 Assistant
 Game, Fish and Parks
 Anderson Building,
 445 Capitol
 Pierre, SD 57501
 605/773-3485

Submit a summary statement of the activity on the form provided. Only the space provided on the form may be used. The statement should include:

- A detailed description of the project's objectives and results.
- An explanation of the project's objectives and results.
- A statement of whether the activity is continuing, occasional, periodic, or a one-time event.
- A detailed description of how the activity improved conditions for the land and/or resource.

Presentation of Awards. The national winners will receive their awards and be recognized publicly at a special Take Pride in America National Awards Ceremony in Washington, D.C. All nominees to the National Awards Program will be invited to this ceremony. Participants will be responsible for their own transportation and lodging expenses. No cash awards are given.

5. PARTNERS IN THE PUBLIC SPIRIT AWARD

This award honors the permittee, lessee and others individually authorized to use public land resources who have gone the extra mile beyond contractual obligations to enhance public lands (i.e., a grazing permittee who restores a degraded riparian area, or a coal company that designed an exchange to preserve archaeological artifacts, etc.) (Federal employees are not eligible). Projects involving services contracted to BLM are not eligible. The project should include activity performed within the last 3 years.

Eligibility Criteria. Individuals, groups, or corporations are eligible for nomination. Employees of the Federal government are ineligible.

To be nominated, a candidate project or activity must have demonstrated the principles of multiple use and sustained yield on the public lands in one or more of the following ways:

- Improved, stabilized, or restored resource values.
- Reduced or mitigated threats to resource values.
- Benefited more than a single resource.

AWARDS CRITERIA GUIDE

- Expanded opportunities for public use and enjoyment.
- Expanded public knowledge and awareness of public land values or resource management.
- Contributed to scientific knowledge.

Nomination Process. Any person or organization may make a nomination. Nominations initiated by BLM officials should be sent to the Director in the form of a memorandum via the State Director. Each nomination shall include a draft citation, succinctly detailing the nominee's accomplishment. Supporting statements and supplementary materials are encouraged. Nominations submitted by those from outside the BLM should, if feasible, be accompanied by the recommendation of a BLM official.

Nominations should be submitted to External Affairs by July 1. A consolidated response will be forwarded to the Special Asst. to the Director, WO (107), MIB, Rm. 5640.

Selection Process. The nominations will be reviewed by the BLM Headquarters Management Team, which will submit its recommendations to the Director in September 1, for selection of the awardees.

The recipients will be presented an award by the Director on Public Lands Day.

6. SPECIAL AWARDS FOR PEOPLE WORKING IN THE OUTDOOR RECREATION PROGRAM

The following awards recognize special achievements of BLM employees.

Manager of the Year Award

- For effective management of recreational resources.
- For working effectively with user groups and gaining their respect.
- For working effectively with local, state, and other Federal agencies.
- For providing an atmosphere where all employees work effectively as a team to provide a well balanced resource management program.

Outstanding Contributor to Professional Societies

- Brought recognition and respect to BLM through involvement in a professional recreation society.
- Held an important office in a professional society and distinguished him/herself through effective service.
- Presented papers at or been instrumental in organizing professional meetings.

Outstanding Coordination with Community (User Groups)

- Worked effectively to get community involvement in the development, maintenance, and management of public land resources.
- Effectively elicited participation of the community to actively support BLM's recreation management program.
- Gained the respect and support of user/interest groups.

Outstanding and Innovative Use of Volunteers and Creative Funding

- Creativity in developing and implementing recreation volunteer and creative funding projects.
- Effectiveness in soliciting volunteers and donations.
- Effectiveness in training and supervising volunteers.
- Success in getting work accomplished.
- Success in maintaining volunteer and creative funding efforts over an extended period of time.

Outstanding Contribution to Environmental Education

- Effectiveness in organizing environmental education efforts.
- Effectiveness in training and supervising staff for environmental education efforts.
- Effectiveness in development and presentation of environmental education materials.
- Effectiveness in eliciting the support of the management team.

Outstanding Service Award

- Demonstrated high commitment in providing service to the recreating public.
- Willingness to meet with the public on their terms to ensure their needs are met.
- Excellence in communicating essential information to the public.
- Excellence in providing for the health and safety of the public.
- Excellence in communicating a good BLM image.
- Dedication to the principle of good resource and visitor management.
- Friendly and courteous in all interactions with the public.
- Cooperative with fellow workers.

AWARDS CRITERIA GUIDE

Nomination Process. Typed nomination packages should be submitted to Lands & Renewable Resources (MT-932) by January. A consolidated response will be forwarded to WO(340).

Selection Process. Selection will be made by the WO and special award presentations will be held.

7. DIRECTOR'S RIPARIAN STEWARDSHIP AWARDS (DRSA)

This award recognizes Bureau of Land Management (BLM) permittees and others closely associated with the livestock industry in each state.

Eligibility Criteria. Individuals and groups who have demonstrated leadership and initiative to restore and enhance riparian areas which are green areas immediately adjacent to water, such as streams, springs, rivers, ponds, and lakes. This award represents a unique opportunity to celebrate annually the special efforts BLM's permittees and others are taking to enhance these scarce areas.

Nomination Process. No established format per se; however, nominators are to submit candidate's name, the reasons for his or her selection, and a suggested occasion for an award presentation to the Division of Lands and Renewable Resources (MT-930) before June 15. Nominations will be consolidated and forwarded to WO(220) by July 15.

Presentation of Awards. The recipients will be presented this award by the Director at an appropriate ceremony when his travel can accommodate such an event.

8. ANDREW H. DAVIDSON AWARD (formerly) KEEP AMERICA BEAUTIFUL PUBLIC LANDS

This award recognizes communities for outstanding KAB Public Lands Day projects and/or programs directed toward the development of stewardship and a sense of citizen ownership of local, state and/or Federal public lands and resources. Entry is open to communities that sponsor a KAB System Public Lands Day community effort for the improvement of public land. Entry to this Andrew H. Davidson Award is limited to grassroots and/or community-oriented activities conducted on Public Lands Day (Saturday after Labor Day) or at some other designated time during the year.

Eligibility Criteria. To be eligible, a community must:

- Participate in a KAB System Public Lands Day project and/or program that brings together various community groups and resources.
- Demonstrate a community effort which exemplifies the TPA campaign goals.
- Generate awareness of the importance of public land stewardship.

Community is defined as a local jurisdiction such as a city, town, county or borough.

Nomination Process. Contact External Affairs (MT-912) for nomination form.

Submit a summary statement of no more than two pages, single spaced in length, for your Public Lands Day project or program. The statement should include:

- A detailed description of the project's objectives and results.
- An explanation of why the particular site was chosen.
- Some statistics such as number of volunteers and age span, cash and/or in-kind services, donations, percent of population informed and/or involved.
- A description of involvement of various groups or segments of the community.
- Any plans for the project to be an annual observance.
- An explanation of how the Public Lands Day effort provided an opportunity to achieve results on the public land that otherwise might not have materialized.
- A description of recognition provided for volunteers.

Suggested supplementary enclosures:

- Visuals (photos, slides, films or videos, as appropriate).
- No more than ten pages of documentation (press clippings endorsements from local, state, and/or national officials, invitations, and other promotional materials).

All materials must be placed in a notebook or securely fastened binder.

Nomination packages should be submitted to External Affairs (MT-912) in September for forwarding to the address listed below on or before October 15 of each year. *Note:* Nominations form should be attached to any accompanying nomination information. Nominators must enclose postage for return mail, or entry will not be judged.

Applications should be mailed to:

Keep America Beautiful, Inc.
9 West Broad Street
Stanford, Connecticut 06902

Presentation of Awards. Plaques for first and second places and for Distinguished Service are presented at the KAB Annual Awards Luncheon held in Washington, D.C., in December.

9. EVERETT O. ALLDREDGE AWARD FOR RECORDS MANAGEMENT EXCELLENCE

This award recognizes a Federal employee who has made outstanding and continuing contributions in the field of records management and to encourage high standards of performance in this field, along with enhancing the Information Resources Management (IRM) Program in the Federal government. The scope of this award covers the totality of recorded information from creation, through management and use, to final preservation or destruction. It covers every type of informational media, including paper, microform, magnetic tape, and optical disk.

AWARDS CRITERIA GUIDE

Eligibility Criteria. Any full-time Federal employee whose primary position is within the IRM function is eligible. Only *one* nomination per agency will be accepted. Each nominee should meet all of the following criteria: (1) Leadership (a history in the profession as indicated by responsible positions held); (2) Innovation; (3) Impact (significantly affected records management as a profession, not just an individual agency program).

Nomination Process. Nominations must be typed in narrative style (1-2 pages) single spaced, and supported by the following information: (1) Nominee's name, grade, position title, agency, mailing address and telephone number; (2) Brief list of any previous awards for outstanding service in this field; (3) Adequate justification in each of the three criteria elements listed above. Nominations should be submitted to Personnel (MT-953) by July 1. A state response will be forwarded to the Branch of Personnel Resources WO(835).

Selection Process. The Award Committee will review all nominations and make the final selection. The decision will be based on a majority opinion of the Award Committee as to which nominee made the most significant contribution to the Federal IRM community.

The Chairman of the Award Committee will notify the selected recipient of the award and advise the recipient of the time and place for the presentation. The Senior Agency Official for Information Resources Management and the Incentive Awards Administrator in that agency also will be notified.

10. GOVERNMENT EMPLOYEES INSURANCE COMPANY (GEICO) AWARD

This award recognizes Federal employees for outstanding contributions in the following four areas of importance to the quality of life in America:

- Substance Abuse Prevention and Treatment
- Fire Prevention and Safety
- Physical Rehabilitation
- Traffic Safety and Accident Prevention

Eligibility Criteria. All career civil service employees are eligible, and the program also includes a special award for a retired Federal employee.

Nominees will be judged principally on the impact of their work-related or non-work related contributions and the extent to which they have served as an inspiration to others and brought credit to the federal service.

Nomination Process. Nominations should be submitted as a package, typed (2-3 pages) containing the following information: (1) Name, title, grade, agency and address; (2) Brief biographical sketch to include education, employment, history/family; (3) Description of specific achievement or service performed; (4) Cover letter from department or agency head endorsing the nomination; (5) Name and telephone number of person to contact for further information. This package must be sent to Personnel (MT-953) by mid July for forwarding on to Branch of Personnel WO(835) to meet August 1 deadline.

The winner will receive a \$2,500 cash award, an all expense paid trip to Washington, DC (spouse included), and a commemorative plaque, all to be presented at a special awards ceremony.

11. VOLUNTEERS FOR THE PUBLIC LANDS (VPL)

This award is to recognize and acknowledge good work and show appreciation for service by volunteers and hosted-workers and volunteer-related service of employees units.

Eligibility Criteria. Any individual, group or unit actively engaged in volunteer, hosted-worker or volunteer-related activities that benefit public land resources administered by the BLM, or that benefit visitors or other users of our Public Lands, or that otherwise assist in advancing BLM's mission, may be nominated. The service for which a nominee is being nominated should include activity within the last three years, but activity prior to three years ago may also be considered to support a nomination.

Nominations are invited in these categories:

Volunteer Service by:

- Individual Volunteers - persons who have assisted BLM through individual service as a volunteer, working either alone or with others; and
- Volunteer Groups - organized groups of persons who have worked together to assist BLM as volunteers.

Public Service by:

- Individual Hosted-Workers - persons who have assisted BLM through individual service as a hosted-worker; and
- Hosted-Worker Groups - organized groups of persons who have worked together to assist BLM as hosted-workers. ("Hosted-Workers," defined as persons whose work assists BLM and for which they are paid wages, but by some entity other than BLM. These workers are not considered to be "volunteer" since we define volunteers as persons who contribute their services to BLM and receive no pay for their work from any source.)

Volunteer-Related Services by:

- Individual BLM Employees - employees of BLM who have significantly advanced the BLM mission through effective recruiting or utilization of volunteers or hosted-workers; and
- BLM Units - units of two or more BLM employees who, working together, have significantly advanced the BLM mission through effective recruiting or utilization of volunteers or hosted-workers.

Partnership by:

- Business, civic, fraternal or other entities that donate monies, equipment, supplies, or materials in support of BLM project work.

Stewardship by:

- Public or private entities, individuals or groups that have voluntarily contributed their

leadership, support, and commitment to stewardship goals and objectives of the Department of the Interior and those of the BLM.

There are two levels of the VPL award:

A. **The BLM National Certificate for Outstanding Service.** This is an expression of BLM's appreciation for outstanding service in any of the nomination categories. To be granted this certificate, the service being recognized must stand out from among that of others who have made valued contributions. It must be service that has had (or will have) an outstanding beneficial influence, effect, or impact on public lands resources, or on services to public lands visitors.

B. **The BLM National Plaque for Exemplary Service.** This may be given to acknowledge service in any of the nomination categories that is exemplary. Service must be the best example of what service of its kind can be expected to be, and thus is deserving of the highest commendation.

No limit on the number of "winners" at either level is established.

Nomination Process. A nomination may be made by memorandum from any BLM official, or by letter from someone outside BLM, to the Director that includes a statement along the lines of the following: "I (we) nominate (name of individual, group, or unit) to receive the Volunteers for the Public Lands National Award." The memorandum or letter should include a one sentence summary of the activity for which the nomination is being made. It also should include the mailing address and phone number of the nominee, and if the nominee is a group or Unit, the name, address, and phone number of a contact person. Each nomination shall include a draft citation of not more than 100 words. This will be the principal basis for the Director's award letter. The draft citation should be typed double-spaced, and state succinctly what the nominee has accomplished, and why it is important and of value to the Nations public lands. Supplementary supporting data may be included. Typed information should be on a WordPerfect disk. Nomination package should be submitted to the State Volunteer Program Coordinator by the third Friday of October. Nominations will be forwarded on to WO(111).

Selection Process. A VPL Awards Working Group will review all nominations and submit its recommendations to the Director. Awards will be presented to winners at places and times determined by the State Director. Appropriate media coverage is encouraged.

12. POINTS OF LIGHT AWARD

This award recognizes the contribution of volunteers and volunteer groups on a national level and demonstrates what can be accomplished through voluntary action. The PVA is co-sponsored by Volunteer - The National Center, a private nonprofit organization and ACTION, the lead Federal agency for volunteer service. This award is the most prestigious award presented for such service. Awards are made in 10 categories as listed below.

Eligibility Criteria.

- Any individual, group or family actively engaged in volunteer activities that benefit the community, state or nation may be nominated.

- For those individuals or groups who are paid any amount for activities for which they are nominated (other than reimbursement for out-of-pocket expenses), the nomination statement must clearly indicate the extent of salaried or stipended activities.
- Individuals involved in "work released time" and student course credit are eligible but must clearly indicate that in the nomination statement.
- Except for the International Volunteering category, all volunteer activities must be performed within the United States or its territories.
- No employees of immediate relatives of VOLUNTEER or ACTION or members of VOLUNTEER's Board of Directors or ACTION's National Volunteer Advisory Council may be nominated for awards.
- Recipients of previous President's Awards are ineligible.

Nomination Process. Send all entries to:

Volunteer Program Coordinator
MT-912

Do not send entries to VOLUNTEER or ACTION.

ENTRIES MUST BE SUBMITTED IN NOVEMBER (may vary from year to year).

PROCEDURES FOR COMPLETING AND SUBMITTING THE NOMINATION FORM

To be considered for the PVA Awards, page 4 of the nomination form must be completely filled out and a statement of not more than 500 words describing the nominee's activities must be attached. In addition, a nomination may include appropriate supportive materials (described in C below).

A. The Nomination Form (obtained from Volunteer Coordinator)

Item I. Indicate the individual or group's complete name, mailing address and telephone number. If the nominee is a group, indicate the name of the appropriate contact person within the group along with his/her address and telephone number.

Item II. Awards will be made in the following categories:

- *Arts and Humanities* - cultural enrichment.
- *Education* - pre-elementary, elementary and secondary education, informal and supplementary education services, literacy programs.
- *The Environment* - volunteer service resulting in significant enrichment and conservation of the environment; recreation.
- *Health* - medical care, mental health and develop mentally disabled services, community mental health, AIDS, infant mortality.

AWARDS CRITERIA GUIDE

- *Human Services* - volunteer services to youth, family and elders; employment, job creation and training, economic development; food and nutrition, clothing and furnishings, housing, transportation, consumer protection; areas not specifically covered by other categories.
- *International Volunteering* - ongoing volunteer work performed by individuals or groups whose primary residence or headquarters is within the U.S. or its territories and benefiting the residents of foreign countries; or ongoing volunteer work performed within the U.S. or its territories and benefiting the residents of foreign countries.
- *Mobilization of Volunteers* - to address a variety of problems.
- *Public Safety* - crime and delinquency prevention, justice services, protective services, disaster relief, fire protection; substance abuse programs.
- *Youth* - volunteer services by youth to age 25.
- *Workplace* - volunteer activities sponsored by or supported by either a corporation or labor union. NOTE: Nominations must be submitted on special Corporate or Union nomination forms.

Check the most appropriate category. Because some nominations can fit appropriately into more than one category, please choose the category you feel most appropriate. Categories are meant as guidelines for the selection process; thus, where appropriate, the selection committee may choose to put a nomination into another category.

Item III. Indicate name, address and telephone number plus title and organization (if appropriate).

Item IV. Since award finalists' references will be contacted for verification of the scope and extent of activities, it is important that this section be completed. Nominations with fewer than three references will be disqualified.

Item V. In the space provided describe the goals of the volunteer activity nominated.

Item VI. Enter the name of the individual or group being nominated and signature of the person making the nomination. Nominations not signed by the nominator will be disqualified. A person may nominate him/herself.

B. The Statement

Because nominations will be judged based on specific criteria, the statement of activities (of not more than 500 words) attached to the nomination must address the following items:

- *Community need for the activity.* How important was the activity to the overall welfare of the community? For example, establishing an education and training facility for handicapped children in a town where there was none would be a more important contribution than expanding an existing recreation program.

- *Recipients' need for the activity.* This may or may not be different from the community need. A facility which serves handicapped children may be equally important to both the recipients of the service and to the general public. In some cases, however, such as providing access to a kidney machine, the recipient's need for the service is total, while the community's need for kidney machines may be slight in relation to other needs.
- *Achievement.* Actual accomplishments of the voluntary activity or service should be considered, as opposed to the stated goals or objectives of the project.
- *Scope of the activity.* The concern here is with the potential impact of the activity or service. Something that is national or regional in impact is not necessarily "better" than something that is local. Projects of very limited scope, however, such as sponsoring an annual picnic for 50 senior citizens, would not be considered to have a major impact.
- *Unusual challenges overcome.* Such challenges might include public apathy or hostility toward the project or program, a critically limited supply of resources, or a handicap on the part of the person or persons doing the volunteer work.
- *Method.* Method relates basically to the way in which the activity or service was performed. Consideration should include the vigor, efficiency and overall organization of the effort; the extent to which the individual or group marshalled other volunteer resources in support of the effort; and, where appropriate, evidence of broad community or grassroots support for the activity or service.
- *Innovation.* Innovation takes into consideration the degree to which the service or activity represents a new use of volunteers in a certain capacity and/or a significantly new approach to solving a particularly pressing problem.

C. Accompanying Materials

Not more than 10 pages of supplementary material may be submitted along with the nomination. Accompanying materials can include letters, testimonials, news clipping, pamphlets, etc. Do not submit tapes, cassettes, display materials, films, scrapbooks, etc. as they will not be considered in judging the nomination. All materials submitted become the property of VOLUNTEER and will not be returned; thus, when preparing accompanying materials, keep the materials cost to a minimum and submit photocopies when possible.

13. QUALITY WORK AWARD (initiated in FY91)

The objective of the Quality Work Award Program is to delegate limited awards authority to each BLM MT/Dakotas employee and provide the opportunity for an employee to receive an award given by his/her peers.

Eligibility Criteria. The program is subject to the following guidelines:

- All employees, except temporary summer seasonals and temporary employees not on the rolls for at least 6 months, are given one certificate to present to another BLM employee for special recognition.

AWARDS CRITERIA GUIDE

- Each certificate represents a potential award of \$50.00 (\$37.50 after taxes) for the receiving employee.
- An employee may not *give* a certificate to his/her supervisor or any other official within supervisory chain.
- Normally the certificate will be given for special actions in the categories listed on the attached certificate.
- Certificates may be awarded any time during the fiscal year. Any certificates not awarded, or redeemed by September 30, will be void.
- The receipt of a Quality Work Award from an employee does not preclude or replace any other awards available in the Incentive Awards Program.
- Employees determine the appropriate forum for presenting their certificates. Some possibilities are family meetings, staff meetings, or one-on-one.

Nomination Process.

- The giver will check the category of the action that applies and write a brief explanation on the reverse side of the certificate. The giver will also indicate the appropriate subactivity the award will be charged to, the subactivity to which the giver normally charges his/her time.
- The employee giving the award should fill in, sign, and present the certificate to whom they feel is deserving.
- The recipient presents the certificate to the Branch of Personnel Management (MT-953) for payment. The Incentive Awards Coordinator will complete the back of the certificate enabling the recipient to keep the certificate and prevent duplicate payments. Personnel will then process the necessary forms to the Service Center for payment.

The Award Certificates can be obtained from Personnel (MT-953).

Accountability.

- A numbering system is established each fiscal year to account for each certificate issued. The State Office Incentive Awards Coordinator will assign numbers and keep a log on the certificates.
- Each Deputy State Director and District Manager will receive a consecutive block of numbers; i.e., No. 1-100 to Butte; No. 101-225 to Miles City, etc., along with an all employees memorandum explaining the awards process.

14. LINDA TRUNZO HUMANITARIAN AWARD

This award is designed to recognize individuals who have demonstrated humanitarian acts or services (occurring outside of work) which nurtured, facilitated, and encouraged others to do their best and/or to achieve success.

Eligibility Criteria. Nominees must be Federal employees in the personnel administration career field (personnel officer, staffing, classification, training, compensation, EEO, labor/employee relations, performance management, or other recognized personnel administration specialties).

Nomination Process. Typed nominations must be endorsed on the cover sheet by an agency official, and contain nominee's name/position/biographical criteria, along with a narrative describing the specific contributions, not to exceed two pages. Original plus six copies submitted to Personnel (MT-953) by mid-August, to be forwarded on to IPMA, 1617 Duke Street, Alexandria, VA,

15. ALL STAR TEAM AWARD

This award recognizes Federal employees in personnel administration whose accomplishment resulted in material improvement in service or technological progress, and should reflect an outstanding record of highly effective personal career development and executive or technical ability.

Eligibility Criteria. Any Federal employee in the personnel administration career field is eligible. Nominations must be made or endorsed in writing on the cover sheet by an agency official. An original plus six copies describing the specific contribution (not to exceed two typed pages) must be submitted to Personnel (MT-953) by mid-August, which will be forwarded on to IPMA, 1617 Duke Street, Alexandria, VA .

Presentation of Award. Final selection of winner will be made by the Federal Section Awards Committee and will be presented in conjunction with the annual conference held at Washington, D.C. in November.

PERFORMANCE AWARDS

1. SPECIAL ACHIEVEMENT

A monetary award granted for past performance exceeding job requirements or a contribution which may have been in the public interest related to official duties.

2. SPECIAL ACT OR SERVICE

A monetary award granted when an employee/group performance of a special act/service exceeds job requirements as a one-time occurrence, or a contribution which must have been in public interest, in connection with official duties.

3. SUSTAINED SUPERIOR PERFORMANCE

A monetary award granted for an employee's individual performance exceeding normal job requirements for a period of at least 6 months. These are one-time lump-sum cash awards based on past performance.

4. QUALITY STEP INCREASE

A pay action award which is an increase in an employee's rate of basic pay from one step of the employee's grade to the next higher step of that grade in recognition of sustained high-quality performance which is expected to continue at this same high level. A Quality Step Increase is based on both past and predicted future performance exceeding normal job requirements.

5. LETTER OF COMMENDATION

A letter given to express appreciation for performance of a job well done. It may or may not be given in conjunction with a monetary award. A copy of the letter is placed in the employee's official personnel file.

6. GROUP AWARD

(Special Act or Service) A monetary award granted when two or more employees' performance exceeds the job requirements as a one-time occurrence.

7. ON-THE-SPOT CASH AWARD

A monetary award given immediately to recognize high level performance related to official duties on a one-time, nonrecurring basis. Cash award is limited to \$100 and no more than two awards may be granted to any one employee in a fiscal year. Authority to approve this award is delegated to Deputy State Directors and District Managers, with the authority to redelegate to second-level supervisors.

8. NON-MONETARY AWARD

Recognition can be given in the form of letters of appreciation along with the presentation of various non-monetary items; i.e., watches, belt buckles, ties, knives, etc. Personnel (MT-953) has a list of items and guidelines on procedures to follow.

DEPARTMENT/BUREAU AWARDS

Award	Purpose	Eligibility Criteria	Nomination Deadline			Recognition
			MT/DK	WO		
President's Award for Distinguished Federal Civilian	Highest honor to recognize achievements of unusual benefit to the Nation.	Departmental employees	Anytime			Gold medal citation signed by President and lapel rosette presented at Honor Award Convocation.
Presidential Letters of Commendation	Recognizes suggestions, inventions, or special achievements resulting in tangible benefits to government or improved quality of government service/products.	Departmental employees and military personnel	Anytime			Letter signed by President.
Presidential Management Improvement Award	This award is granted to a limited number of recipients of a Presidential Letter of Commendation	Departmental employees and military personnel	Anytime		mid-September	
President's Environment and Conservation Challenge Award	Recognize creativity in pursuing sound ecology and strong economy	BLM employees volunteers/private partnerships	July			White House Ceremony
Secretary's Stewardship Award	Recognize employees who play active roles in the preservation, conservation, and development of Nation's resources.	Departmental employees at all grade levels in these categories: education, war on drugs, territories volunteerism, Native Americans, science and technology, and public land management.	June			Certificate and citation from Secretary of Interior presented at annual Dept. Honor Awards convocation.
Secretary's Annual Equal Opportunity Award	Recognize an employee or group demonstrating exemplary service in area of equal opportunity.	Departmental employees at all grade levels who have made significant contribution to EEO program.	June			Certificate and citation from Secretary presented at annual Dept. Honor Awards convocation.

AWARDS CRITERIA GUIDE

DEPARTMENT/BUREAU AWARDS

Award	Purpose	Eligibility Criteria	Nomination Deadline		Recognition
			MT/DK	WO	
Distinguished Service Award	Recognize exceptional contributions to public service.	Department employees contributing to science, performance of duty, eminent government career, contribution to energy conservation, etc.	July		As dictated by Department.
Valor Awards	Highest honor granted by Department to recognize unusual courage and high degree of risk.	Department employees at all grade levels demonstrating courage and personal risk in the face of danger.	July		As dictated by Department.
Meritorious Service Awards	Recognize important contributions to science or management, a notable career, superior service in execution of duties, etc.	Department employees at all grade levels who contribute/ perform during government career at an exemplary level to enhance the government.	Anytime	December to meet DD for publish in Honor Ceremony Program.	As dictated by Department and/or State.
Unit Awards for Excellence of Service	Recognizes a group of employees working together performing superior service.	Department employees working as a unit.	Anytime	December to meet DD for publish in Honor Ceremony Program.	Citation from Secretary.
Secretary's Annual Award for Public Paperwork Reduction	Recognize individuals/ groups contributions to reduce reporting, recordkeeping, imposed on the	Departmental employees	November	December	Certificate and citation signed by Secretary presented at Departmental Honor Awards Convocation.

DEPARTMENT/BUREAU AWARDS

Award	Purpose	Eligibility Criteria	Nomination Deadline		
			MT/DK	WO	Recognition
Certificate of Safety Achievement Award	Recognize outstanding safety achievements.	Bureau organizational units.	Anytime	MT-953	Certificate signed by Asst. Secretary and presented by an official of the office or bureau.
Safety Council Award of Merit	Recognize outstanding contribution to Department's safety and environmental health program.	Bureau employees and/or groups who are currently employed or not beyond 6 mos. retired.	Anytime	MT-953	Certificate signed by designated safety official.
Superior Service Award	Recognize significant acts/ services that affect the successful accomplishment of the Department's mission.	Departmental employees who are actively employed and no later than 6 mos. after retirement.	Anytime	MT-953	Certificate signed by an official with delegated authority, lapel pin and citation presented at a proper ceremony.
Exemplary Act Award	Recognize personal act/decision contributing to the saving of a life or property or giving assistance to one in need.	Any Departmental employees at all grade levels, or in some instance a private citizen.	No later than 6 mos. after the act.	MT-953	Certificate signed by head of office or bureau.
Outstanding Service Award	An award utilized by the Secretary to recognize outstanding Personal and policy service to his/her administration.	Non-career Departmental employees.	This award is initiated in the Secretary's or Inspector General's Office.		Engraved gold medal, a gold lapel emblem, a certificate and citation signed by the Secretary.
Conservation Service Award (Appropriate for Volunteer Program)	Recognize individuals or groups giving outstanding service of national significance in conservation.	Those not employed by DOI who have performed direct service to the Department in the field of conservation.	Anytime	September	Presentation at Departmental Awards Convocation in the fall.

DEPARTMENT/BUREAU AWARDS

Award	Purpose	Eligibility Criteria	Nomination Deadline		
			MT/DK	WO	Recognition
Public Service Award (Appropriate for Volunteer Program)	Recognize individuals who have given indirect service to the effectiveness of a Departmental mission.	Highest honor to bestow on a private citizen or group which indirectly enhances the DOI mission.	Anytime	November	Presentation at the Departmental Awards Convocation. MT-930
Congressional Award for Exemplary Service to the Public	Recognize exemplary service to public to encourage responsive attitude toward public among government personnel.	Employees who demonstrate high degree of courteous service to public that exceeds normal duty performance.	April	May	Certificate and U.S. flag flown over Capitol. MT-912
Excalibur Award	Recognize outstanding contributions of federal and military personnel.	Federal and military employees who show unusual efforts and leadership in solving problems with superior service to public.	Anytime	Anytime	Citation and U.S. flag flown over Capital. MT-912
Federal Engineer of the Year Award	To honor outstanding engineers in the federal government.	Employees achieving exceptional performance in civic and humanitarian activities (Bureaus employing 250 engineers).	October	September	Plaque designating Engineer of the Year MT-953
Federal Environmental Engineer Award	Recognize exemplary work and accomplishments by environmental engineers in federal service.	Employees accomplishing tangible and significant record of achievement or sustained leadership of outstanding caliber.	June	July	
Arthur S. Flemming Award	Recognize outstanding workers and encourage high standards of performance to enhance appreciation of government employees and attract outstanding young people to government.	Administrative employees must demonstrate exceptional ability in administration in any field; scientific nominees demonstrate exceptional ability in their field; participate in community activities.	October	December	Plaque MT-953

DEPARTMENT/BUREAU AWARDS

Award	Purpose	Eligibility Criteria	Nomination Deadline		
			MT/DK	WO	Recognition
John E. Fogarty Award	Recognize employee for contributing to hiring disabled.	Employees contributing to the employment of disabled in their agency by finding them suitable activities.	September MT-953	October	Plaque
Horace Hart Award	Encourage interest in the field of printing and publishing.	Employees making notable contributions in printing and publishing fields by improving design and appearance of federal publications with distinguished public service over a long period.	October MT-953	November	Framed Scroll
Roger W. Jones	Recognize two career executives who have demonstrated outstanding leadership.	Employees displaying superior leadership resulting in outstanding organizational achievement; fostering development of managers and executives for career service.	November MT-953	December	Bronze plaque and citation
William A. Jump Award	Recognize outstanding service in administration and notable contributions to efficiency and quality of public service.	Career employees (37 years or younger) demonstrating unusual competence in public administration, creativity and resourcefulness, integrity, dedication.	December MT-953	January	Gold key and certificate of merit.
National Public Service Award	Recognize public servants whose careers demonstrate high standard of excellence, dedication and accomplishment.	5 annual awards given to employees whose career contributions over a sustained period to significant programs or projects which benefit the general public.	November MT-953	December	

DEPARTMENT/BUREAU AWARDS

Award	Purpose	Eligibility Criteria	Nomination Deadline		
			MT/DK	WO	Recognition
Award for Outstanding Federal Employee with Disabilities	Recognize versatility, value and wide range of federal jobs performed by persons with physical disabilities.	Exceptional job performance in spite of severely limiting disabling factors (physical or mental). 10 nominees selected per year.	April MT-953	May	Plaque bearing Presidential Seal.
William T. Pecora Award	Recognize outstanding contributions toward understanding the earth by means of remote sensing.	Employee who have sustained or single contributions of major importance to the art of science of understanding the earth through observations made from space.	June MT-953	July	Plaque and citation.
Presidential Design Award	Recognize federal design accomplishments and honor those making outstanding contributions to federal design. Every 2-3 years.	Employees with outstanding achievements in architecture, engineering design, graphics design, interior design, landscape architecture, product/industrial design, urban design and planning	May MT-953	June	Certificate
Donald L. Scantlebury Award	Recognize senior financial management executives principally responsible for significant economics, efficiencies, and improvements in federal, state, or local government.	Employees who have displayed sustained high quality leadership in financial management over the years.	November MT-953	December	Engraved Plaque
Warner W. Stockberger Award	Recognizes outstanding contribution to public personnel management.	Public or private individuals.	April MT-953	May	Engraved plaque presented by Department.

DEPARTMENT/BUREAU AWARDS

Award	Purpose	Eligibility Criteria	Nomination Deadline		
			MT/DK	WO	Recognition
Younger Federal Lawyer Award	To encourage younger federal lawyers to attain high standards of professional achievements.	Employees who demonstrate outstanding legal ability and performance over a sustained period or a specific accomplishment to make significant accomplishments to the legal profession and/or community.	April MT-953	May	Plaque
WISE Awards (Scientific Achievement)	Recognize a specific or special scientific or technical contribution and to recognize the promotion of the entry of young women and/or advancement of women by women scientists in federal service.	Civil/non-civil women scientists employed by federal service who meet both criteria pertaining to scientific achievement and opportunities for women in science.	November MT-953	December	Plaque and Citation
WISE Awards (Life Time Achievement)	Recognize sustained scientific and technical contribution and to recognize the promotion of the entry of young women and/or advancement of women by women scientist or engineer in federal service.	Civil/non-civil women or scientists or engineers with at least 20 years federal service who meet criteria pertaining both to scientific/engineering achievement, and pertinent opportunities for young women in science and engineering.	October MT-953		Plaque and Citation
Financial Management Improvement Award	Recognize outstanding contributions in improving financial management in federal government.	Federal employees		October	
Outstanding Public Lands Professional Award	Recognize professional public service in stewardship of entrusted lands.	BLM employees with at least 5 years experience.		November MT-953	

AWARDS CRITERIA GUIDE

DEPARTMENT/BUREAU AWARDS

Award	Purpose	Eligibility Criteria	Nomination Deadline		Recognition
			MT/DK	WO	
Executive Excellence Award	Recognize dedicated, productive career executives	Senior Executive Service employees	September MT-953		Awards Ceremony
Chevron Conservation Award	Recognize efforts to protect and enhance the environment.	anyone	November MT-953		
Employee Community Service Recognition	Recognize volunteerism and community service that benefits others and demonstrates the high esteem BLM holds for community service.	Federal employees who actively engage in community service activities that benefits others and promotes BLM's image within the last 3 years.	MT-912	WO(111)	Certificate and Plaque presented by the Secretary. Notification is also sent to winner's Senator and Representative.
Points of Light Award (also known as Volunteer Action Award) (Appropriate for Volunteer Program)	Recognize contributions of volunteers or volunteer groups that benefit the community, state, or nation. This is the most prestigious award for such service.	Any individual, group or family actively engaged in such volunteer activities that are performed within the U.S. or its territories. Ten categories are available.	November	January	Citation presented at appropriate April ceremony at White House.
Public Lands USA Award (Appropriate for Volunteer Program)	Recognize individuals or organizations who significantly increase public awareness of lands under administration of BLM and helped provide better stewardship.	Nominees in Montana and Dakotas who through their own time and energy who help provide for proper stewardship so Bureau can better meet its mission and responsibilities to the public.	December	WO(111)	Nominations judged by BLM Retirees Club and winners will receive appropriate recognition by State Director. MT-932

DEPARTMENT/BUREAU AWARDS

Award	Purpose	Eligibility Criteria	Nomination Deadline		
			MT/DK	WO	Recognition
Jerry Mauk Memorial Award for Fire	Recognize achievement in safety in the BLM Fire Management Program (2 nominations).	Individuals or groups demonstrating achievement with a single act or sustained performance resulting in identifiable accomplishments enhancing the safety of fire fighters or visitors to Public Lands and directly impacting BLM Fire Program.	October		Winners recognized at Bureau National Fire Management conference with congratulatory letter and engraved plaque. Names are added to Jerry Mauk Memorial on display in MIB in D.C.
Take Pride in America Award (TPIA) (Appropriate for Volunteer Program)	Recognize individuals and public/private groups that conduct outstanding stewardship projects or awareness efforts on behalf of federal, state and Indian lands and resources.	Individuals/groups who fulfill TPIA goals to increase awareness of the importance of wise use of natural and cultural resources, to encourage an attitude of stewardship and responsibility to America's resources and promote participation.	August	December 1	Award presented at special TPIA ceremony in D.C. No cash awards are given.
Partners in the Public Spirit Award (Appropriate for Volunteer Program)	Recognize those authorized to use public land resources who have worked to enhance public lands within last 3 years.	Permittees/lessees utilizing resources who go that extra mile beyond their contractual obligations to demonstrate the principals of multiple-use and sustained yield on the public lands. (Federal employees are ineligible).	July 1	August 30	Award presented by BLM Director on Public Lands Day.
Special Awards for People Working in Outdoor Recreation Program	Recognize Special achievements of BLM employees in Recreation Categories.	BLM employees with special achievements in Manager contributor to Professional Societies, coordination with User Groups, Use of Volunteers, contribution to Environmental Education and Outstanding Service Award.		January	Special Award presentation in WO.

DEPARTMENT/BUREAU AWARDS

Award	Purpose	Eligibility Criteria	Nomination Deadline		
			MT/DK	WO	Recognition
Everett O. Alldredge Award for Records Management Excellence	Recognize outstanding achievement in records management to enhance the IRM Program in federal government.	Federal employee who has made continuing contributions in records management/IRM informational media including paper, microform, magnetic tape and optical disk.	July 1	August	Special Award presentation by IRM Senior Agency.
Government Employees Insurance Company Award (GEICO)	Recognize outstanding contribution in improving the Quality of Life in America.	Federal employee or retiree who serve as an inspiration to others and brings credit to the federal service through efforts in substance abuse prevention, fire prevention, safety, physical rehabilitation, and traffic safety and accident prevention.	July	August 1	\$2,500 Cash Award and all expense paid trip to D.C. to receive an engraved plaque.
Volunteers for the Public Lands (VPL) (Appropriate for Volunteer Program)	Recognize good work and show appreciation for service by volunteers and hosted-workers.	Individuals and volunteer groups who have voluntarily contributed leadership, support and commitment to stewardship goals and objectives of the DOI and BLM.	MT-953	WO(835)	MT-912
Director's Riparian Stewardship Award (DRSA) (Appropriate for Volunteer Program)	Recognize individuals and groups demonstrating efforts to restore and enhance riparian areas.	BLM permittees and others associated with the livestock industry who have exhibited leadership and initiative to be the key to successful riparian area restoration within the state.	June 15	July 15	Awards presented by State Director at appropriate ceremony.
Andrew H. Davidson Award (Appropriate for Volunteer Program)	Recognize communities for outstanding Public Lands Day Projects (PLD).	Communities nominated by BLM who have participated in a PLD project/program that brings together various groups and resources; and demonstrates effort which generates awareness and importance of public land stewardship	MT-930	WO(220)	MT-912

DEPARTMENT/BUREAU AWARDS

Award	Purpose	Eligibility Criteria	Nomination Deadline		
			MT/DK	WO	Recognition
DOI Aviation Safety Awards	Recognize DOI employees with accident-free flying records and/or outstanding airmanship performance.	Any employee showing outstanding contributions toward aviation safety or aircraft accident prevention.	December	January Interior Aviation Safety Committee	Plaque and wing lapel pin and certificate signed by Secretary.
Quality Work Award	Internal awards program empowering BLM employees with opportunity to recognize co-worker's achievements.	Any BLM employee at all grade levels who merit recognition by co-worker for extraordinary job performance. (Supervisor / subordinate exempt.)	Anytime	MT-953	Presentation of \$50.00 award to recipient by fellow employee.
Linda Trunzo Humanitarian Award	Recognize humanitarian acts/ Humanitarian Award services occurring outside of work.	Federal employees in personnel administration career field.	August MT-953		
All Star Team Award	Recognize accomplishments resulting in material improvement	Federal employees in personnel administration career field.	August MT-953		
Performance Awards	Recognize outstanding performance exceeding normal job requirements.	All Departmental employees.	Based on PIPR period or at time of service/ act.		Certificate and letter signed by State official along with monetary award or non-monetary items available through personnel.
	- Special Achievement				
	- Special Act/Service Performance				
	- Sustained Superior Performance				
	- Quality Step Increase				
	- Group Award				
	- Letter of Commendation				
	- On-the-Spot Cash				
	- Non-monetary			MT-953	

NOMINATION DATE SUMMARY

The following listed awards have established nomination deadline dates. There are some awards without specific nomination deadlines which can be submitted at any time (refer to the matrix in this reference guide for these awards).

JANUARY

People Working in Outdoor Recreation

FEBRUARY

MARCH

Congressional Award for Exemplary Service to the Public
Award for Outstanding Federal Employees with Disabilities
Warner W. Stockberger Award
Younger Federal Lawyer Award

APRIL

MAY

Presidential Design Award

JUNE

Secretary's Stewardship Award
Secretary's Annual Equal Opportunity Award
Federal Environmental Engineer Award
William T. Pecora Award
Director's Riparian Stewardship Award

JULY

Distinguished Service Award
Valor Awards
Partners in the Public Spirit Award
Everett O. Alldredge Award for Records Mgmt. Excellence
Government Employees Insurance Company Award
President's Environment and Conservation Challenge Award

AUGUST

Take Pride in America Award
Volunteers for the Public Lands
Andrew H. Davidson Award
Linda Trunzo Humanitarian Award
All Star Team Award

SEPTEMBER

Conservation Service Award
John E. Fogarty Award
Executive Excellence Award

OCTOBER

Federal Engineer of the Year Award
Arthur S. Flemming Award
Horace Hart Award
Jerry Mauk Memorial Award for Fire
Financial Management Improvement Award

NOVEMBER

Secretary's Annual Award for Public Paperwork Reduction
Roger W. Jones
National Public Service Award
Donald L. Scantlebury Award
WISE Awards (Scientific Achievement)
Points of Light Award
Outstanding Public Lands Professional Award
Chevron Conservation Award

DECEMBER

William A. Jump Award
Public Lands USA Award
DOI Aviation Safety Awards

HF 5549.5 .I5 L362 1993 c.2

Awards criteria guide

ER'S CARD

2 1993 c.2

uide

OFFICE	DATE RETURNED

(Continued on reverse)

BLM LIBRARY
SC-653, BLDG. 50
DENVER FEDERAL CENTER
P. O. BOX 26047
DENVER, CO 80225-0047

